

**Limit on
Participation**

Audience participation at a Board meeting is limited to the portion of the meeting designated for that purpose. At all other times during a Board meeting, members of the audience shall not enter into discussion or debate on matters being considered by the Board, except as provided by this policy.

**Speakers to Agenda
Items**

A person wishing to speak regarding an agenda item, Board monitoring report, or student outcomes presentation (collectively referred to hereinafter as "agenda items") may do so at the Agenda Review Meeting for that item by completing a registration form and submitting it to the Office of Board Services by 9:30 a.m. on the day of the Agenda Review meeting.

**Distribution of
Materials**

Should any registered speaker to an agenda item wish to distribute handout materials to the Board, the materials shall be provided to the Office of Board Services by 4:30 p.m. on the day before the Agenda Review meeting. Should any registered speaker wish to distribute handout materials to the audience, this shall be done after, not during, the meeting.

Process/Time Limit

The total time for registered speakers to agenda items shall not exceed 60 minutes. The time allotment for any one agenda item shall not exceed 20 minutes. Speakers to agenda items shall be limited to two minutes each. The Board President may make adjustments to the number of speakers or to the number of minutes allocated to speakers to comply with the time limits described above. The time limit may be extended as needed at the Board President's discretion and/or a vote of the Board. Speakers shall be selected in the order in which they signed up to speak, except that preference shall be given to students and to individuals who have not appeared before the Board within the last 30 days.

A speaker may not yield unused time to another person. Should there be a speaker who has registered to speak to multiple agenda items, the Board President shall direct the speaker to consolidate their comments under the first item on the agenda for which the speaker has registered, and the speaker shall be given a total of two minutes to make their consolidated comments.

Should a speaker drift from the stated subject, or become disruptive or abusive, the speaker shall be given one warning; if a second warning is required, then the speaker shall forfeit the remaining time allotment for the current meeting, any allotment for any meeting within the next 30 days, and may be removed from the meeting. Speakers are required to follow the rules of behavior specified at BE(LOCAL).

**Hearing of the
Community**

A person wishing to speak regarding any District-related matter may do so by completing a registration form and submitting it to the

Office of Board Services by 9:30 a.m. on the day of a regular Board meeting. Individuals must indicate their concern, complaint, or commendation on the registration form.

**Distribution of
Materials**

Should any registered Hearing of the Community speaker wish to distribute handout materials to the Board, the materials shall be provided to the Office of Board Services by 4:30 p.m. on the day before the regular Board meeting. Should any registered speaker wish to distribute handout materials to the audience, this shall be done after, not during, the meeting. No speech shall be permitted on behalf of a person running for political office and no literature pertaining to any form of electioneering shall be permitted during the meeting.

Process/Time Limit

The total time allotment for the Hearing of the Community shall not exceed 30 minutes. Speakers during the Hearing of the Community shall be limited to two minutes each. The Board President may make adjustments to the number of speakers or to the number of minutes allocated to speakers to comply with these time limits. The time limit may be extended as needed at the Board President's discretion and/or a vote of the Board. Speakers shall be selected in the order in which they signed up to speak, except that preference shall be given to students, to those individuals who have not appeared before the Board within 30 days, and to those who wish to present a matter not previously scheduled for a meeting.

A speaker may not yield unused time to another person. Should a speaker drift from the stated subject or become disruptive or abusive, the speaker shall be given one warning; if a second warning is required, then the speaker shall forfeit the remaining time allotment for the current meeting, any allotment for any meeting within the next 30 days, and may be removed from the meeting. Speakers are required to follow the rules of behavior specified at BE(LOCAL).

Board's Response

Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate on or make decisions regarding any subject that is not included on the posted meeting notice.

**Awards and
Recognitions**

Most awards and recognitions for achievements of students and employees shall be presented at the campus or department giving rise to the award or recognition. Awards and recognition for major achievements of students, such as national and state awards, shall be presented at regular meetings of the Board as the occasions arise for such acknowledgments. Scheduling shall take into consideration the order of business for the meeting as determined by the Board President and the convenience of the persons to be presented.

**Complaints and
Concerns**

The presiding officer or designee shall determine whether a person addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the person shall be referred to the appropriate policy [see list below] to seek resolution.

- Employee complaints: DGBA
- Student or parent complaints: FNG
- Public complaints: GF

Disruption

The Board shall not tolerate disruption of the meeting by members of the audience. If after at least one warning from the presiding officer, any person continues to disrupt the meeting by words or actions, the presiding officer may request assistance from law enforcement officials to have the person removed from the meeting.

Effective Date

This policy shall be effective as of the adoption date, April 12, 2019.